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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Services Division

Attn : [REDACTED]

FROM : Acting Head, Records Control Unit

DATE: 19 January 1951

SUBJECT: Microfilming Equipment

1. Following your suggestion, I have discussed with [REDACTED] the demands of the agency for microfilming equipment which we can foresee. [REDACTED] had begun the study of anticipated demands for microfilming equipment and supplies, some of which were mentioned in his memo to you about 27 December 1950. This study was not completed before [REDACTED] left us.

2. [REDACTED] and the writer agree that the Burroughs Company should be permitted to correct, if possible, the defective engineering design of their camera, which their agents recognize. At least an interim improvement has been made to these units by the company, with the exception of two cameras which the company has not yet picked up. Two cameras are now at the company, though they have given us a replacement for one. We believe that all of this equipment should be used as well as possible before other rotary microfilm cameras are ordered.

3. In some cases, however, greater definition must be obtained than is possible when working at the greater reduction ratios required by 16mm cameras. One of these jobs which should be started at the earliest possible date is in OSO under [REDACTED]. After much study it was agreed that 3 each, Diebold Flo-film cameras, Model 90-01 and one 35mm Flo-film processor should be purchased for this job. The work is urgent and is part of the Vital Records program. [REDACTED] agreed that this job must be done in the manner requested by OSO.

4. [REDACTED] who has the responsibility for seeing to it that the OSO project be commenced, have made several inquiries over the past several weeks as to the obtaining of this equipment. [REDACTED] had contacted the Diebold people to see about getting rapid delivery and had not reported to me on his findings before he left. Yesterday we received another inquiry from OSO and on the same day we had been in touch with Mr. Nuse of Diebold here. As a result, we agreed that we would supply a D.O. number to Diebold with our order so that they could make delivery to us within 15 days. The equipment to be ordered includes 3 each, Diebold Flofilm Cameras, Model 90-01 and one 35mm Diebold Flofilm Processor, Model 91-05. The gov't schedule price is about \$2,095 for the camera and \$1,895 for the processor.

5. [REDACTED] and the writer agreed also that camera operators should be given as much and as thorough training in camera operation as conditions will permit. These persons should not be persons waiting assignment to other positions, as this fosters disinterest and discontent. We believe that four positions, CAF-3, should be established on the T/O of the Reproduction Shop, to provide operators for an equal number of microfilm cameras located wherever necessary throughout CIA. These

*Front Delivery*  
11X-10-50  
Focal Length  
40mm

*TS 28019  
91-0135mm*

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persons should not be pulled off these microfilming jobs for use within the Reproduction Shop, but should be on continuous detail to specific projects. Assignment to the Reproduction Shop would make them responsible to the activity developing the microfilm and should facilitate the exchange of camera operators within and outside of Reproduction when necessary. However, it will almost certainly be necessary to conduct current projects and those which must be started in the next week or so with pool people on indefinite temporary assignments.

5. The division of responsibility for microfilming operations between the Records Control Unit and the Reproduction Shop if operators were on the Reproduction T/O would be as follows:

- a. Reproduction would select microfilm camera operators. Reproduction would give operators a course of training in photographic techniques and would provide trained operators for assignment.
- b. Records Control will determine what jobs are to be done and in what sequence. Often two or more projects must be undertaken in bits and pieces so that one camera operator might be used for more than one project, keeping abreast of each portion as it develops.
- c. Records Control will make requisition on Reproduction for these operators as needed. Camera operators will not ordinarily be used for duties other than actual operation of cameras though they may be required to prepare flash targets and operations involving little work in connection with indexing and identification of film.

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*RD + RH.*

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- 16-35
- ① Necessity of job.  
O.S.O. has to decide
  - ② They will <sup>provide</sup> personnel  
to do the work. yes
  - ③ After job is over  
will they return  
equipment to  
Reproduction. yes
  - ④ Can Reproduction  
use this equipment  
to profitably. yes
  - ⑤ Has Adm. Sec.  
money in Budget  
(Saunders)  
(over)

3 cameras @ \$2,095 =  
6,195

1 processor @ \$1,895 = 1,895

\$8090

100 rolls Diebold ~~catalog~~ 90-95  
Fb film fine grain safety negative  
Panchromatic 35mm by 100 ft  
on day light loading reel,  
notched for use in Fb film  
cameras, including extra  
footage for day light loading  
Densitrol developer and fixer  
100 rolls @ \$6.10 = 610.00

\$8,700.00

- ⑥ Can we cut  
expense by  
leasing all or  
any part. No!  
Not available for lease.
- ⑦ Will there be  
substantially  
any demand for  
this equipment on  
other projects.  
It is the belief that all this  
equipment will be put to use  
indefinitely.
- ⑧ Film - 35mm  
\$6.10 complete with densitrol  
developer + fixer 90-95  
\$5.73 w/o chemicals